



AUTOMOTIVE TECHNICIAN II

OPEN SPOT EXAMINATION

CALIFORNIA STATE GOVERNMENT: EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

SPOT FOR Humboldt County – Indicate this location on your application. The California Highway Patrol has opened testing to establish an eligible list for Humboldt County.

A position exists in Garberville.

FINAL FILING DATE **October 28, 2010**
Applications (STD. 678, Rev. 06-10) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. Submit applications to:

California Highway Patrol
Selection Standards and Examinations Unit
P.O. Box 942898
Sacramento, CA 94298-0001

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, mark the appropriate box in item number 2 on the application. You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

WRITTEN TEST DATE December 11, 2010

SALARY RANGE \$3196 - \$3851

This is an open examination. Career credits do not apply.

ELIGIBLE LIST INFORMATION A departmental eligible list will be established for the California Highway Patrol. This list will be abolished 48 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Please note that the list can be abolished any time after 12 months based on the needs of the service.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION **NOTE: All applicants must meet the experience and/or education requirements for this examination by the written test date.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "Or II," "Or III," etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

In the California state service, one year of experience performing the duties of an Automotive Technician I. (Promotional candidates who are within six months of satisfying the experience requirement of this classification will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

Or II

Three years of experience in maintenance of motor vehicles either: (a) in a major vehicle repair facility; (b) an automobile agency; or (c) a garage. Experience shall have included at least one year scheduling the servicing of vehicles, or experience in the installation, adjustment, or repair of specialized automotive electrical accessories or equipment. (College or trade school education in automotive mechanics or automotive engineering may be substituted for the required general experience on a year-for-year basis.)

NOTE: Applications must contain the following information on all college course work completed: the course title, number of semester or quarter credits granted, name of institution, and completion date.

SPECIAL REQUIREMENTS Evidence of satisfactory arrest and driving records; and possession of a valid California driver license of the appropriate class issued by the Department of Motor Vehicles.

ADDITIONAL DESIRABLE QUALIFICATIONS Possession of headlamp and brake adjustment certificates. Possession of a motor vehicle pollution control device installer's license.

DRUG TESTING REQUIREMENT Applicants for positions in this classification are required to pass a drug screening test. (The drug screening test will be waived for employees who are currently in a classification for which drug testing is required under State Personnel Board Rule 213.)

THE POSITION An Automotive Technician II is the lead and advanced journeyman level. Incumbents perform in one of the following work settings: (1) act as leadpersons to oversee the work of two or more

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

journeypersons and subordinates in maintaining a large fleet of vehicles; (2) maintain a fleet of vehicles; perform preventative maintenance; schedule and verify maintenance and repair; make mechanical and electrical repairs and adjustments; diagnose and inspect motor vehicles and accessories for needed repairs; secure and maintain both manual and computer records on maintenance and servicing of a fleet of vehicles; arrange for disposal of hazardous materials; interpret repair manuals and related materials; maintain tools and equipment; order and maintain inventory of automotive parts and supplies; and (3) oversee equipment installation including the assembly, installation, removal and repair of special enforcement and emergency equipment on motor vehicles, recondition used vehicles, and perform the more complex installation functions including fabrication of new equipment installation techniques. Successful performance of many of the duties performed by this classification require incumbents to crawl underneath a vehicle/down under the dashboard/into the trunk; lift and carry tires up to 60 pounds in weight; and work in varying, and sometimes extreme, temperatures.

EXAMINATION INFORMATION

This examination will consist of a written test weighted 100%. **Competitors who do not appear for the written test will be disqualified.**

Written Test Only - Weighted 100%

Knowledge of:

- 1. Automotive equipment terminology and parts used in automotive maintenance and repair, how they interact, and where they are located.
- 2. Preventative maintenance and repair procedures.
- 3. Service requirements of motor vehicles.
- 4. Record-keeping procedures.
- 5. Components of a vehicle, how they work and their interrelationships, and where they are located.
- 6. Safe use of electric and air-powered tools, accessories, and small hand tools.
- 7. Proper size and type of wiring terminal or connector when making electrical connections.
- 8. Proper hardware needed to mount various pieces and specialty equipment.
- 9. Tools, equipment, and methods used in testing and repairing automotive equipment and accessories.
- 10. Vehicle component warranties, limitations, and requirements.
- 11. Safety equipment and procedures for hazardous materials.

Ability to:

- 1. Maintain both manual and computer records.
- 2. Make accurate arithmetical computations.
- 3. Establish and maintain cooperative relationships with those contacted in the work.
- 4. Demonstrate skill in the operation and maintenance of motor vehicles.
- 5. Diagnose automotive equipment malfunctions and make or order necessary repairs.
- 6. Read automotive repair manuals, charts, invoices, and other related materials.
- 7. Analyze situations accurately and take effective action.
- 8. Project and evaluate cost effectiveness of maintenance and repair work.
- 9. Work independently.
- 10. Follow directions.
- 11. Effectively communicate verbally and in writing.
- 12. Operate tools and equipment used to diagnose and properly maintain a fleet of vehicles.
- 13. Locate and secure repair-maintenance services of outside agencies.

VETERANS PREFERENCE

Veterans preference credit will be added to the final score of those competitors who are successful in this examination and who qualify for, and have requested, these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.**

HIRING INFORMATION

Background Investigation: The CHP conducts a background investigation to determine the competitor's suitability for employment. Information collected for a background investigation after the examination is distinct from that required on the standard application (STD. 678, Rev. 06-10) which is completed prior to the examination. You may be required to divulge conviction information on the background investigation form that is not required of you when completing the STD 678. Fingerprints of competitors are also taken as part of the background investigation.

GENERAL INFORMATION

It is the competitor's responsibility to contact the California Highway Patrol, Examination Services, at (916) 843-3820, three days prior to the written test date if they have not received their notice.

Applications (STD. 678, Rev. 06-10) for open and promotional examinations are available from the California Highway Patrol, local offices of the Employment Development Department, the State Personnel Board (SPB), and the SPB Website at www.jobs.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All competitors who pass will be ranked according to their scores.

The **California Highway Patrol** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Written Test Location: It is anticipated that the written test will be scheduled in Garberville.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

Veterans Preference: Government Code Section 18973.5(a) defines an entrance examination, for purposes of awarding veterans preference credits in open and open nonpromotional examinations, as "...any open competitive examination other than one for a classification having a requirement of both college graduation AND two or more years of experience". Government Code Section 18973.5 (b) requires that veterans preference credits be awarded in all qualifying entrance examinations in which a veteran competes and that no veterans credits shall be allowed once a veteran achieves permanent civil service status (successful completion of the probationary period for the classification of hire). In open examinations, veterans, widows, or widowers of veterans, and spouses of disabled veterans qualify for veterans points: 15 points for disabled veterans; 10 points for other veterans. In open nonpromotional examinations, only the veteran qualifies for veterans points: 15 points for disabled veterans, 10 points for other veterans. Directions for applying for veterans preference points are on the Application for Veterans Preference form (SPB 1093) which is available from the State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

The **California Relay Service** enables a person with a Telecommunications Device for the Deaf (TDD) to communicate over telephone lines with another person who does not have a TDD. To use the California Relay Service, call the following: if you have a TDD, 1-800-735-2929; if you do not have a TDD, call 1-800-735-2922.